

# Let New EES Feature Do the Pencil Pushing for You!

The newest feature of the South Carolina Retirement Systems' Electronic Employer Services (EES) Web site will put an end to your manual calculation of salary and contributions on Retirement Systems monthly and quarterly deposit forms. That's right—by adding the monthly and quarterly deposit forms (Forms 1244 and 1246) to the Retirement Systems' user friendly EES Web site, you simply plug in salary and contribution amounts, click, and print. So toss your papers and pencils aside, unplug your calculator, and let EES do the pencil pushing for you!

Since the latest addition to EES will make reporting to the Retirement Systems faster and easier, effective July 2008, the Retirement Systems **will not** be printing and mailing the familiar blue and green deposit forms. Employers will use the enhanced EES Web site to complete and print the forms.

This means that employers with EES access should be sure they can log on to EES. If you need to request EES access for someone, complete an *Electronic Employer Services (EES) Designated Agent Confidentiality Agreement* (Form 6505), available on our Web site at [www.retirement.sc.gov/forms/default.htm](http://www.retirement.sc.gov/forms/default.htm) and submit it to the Retirement Systems as soon as possible. There are new rules concerning who is eligible for EES access. Beginning immediately, with permission from an employer's EES authorizing contact, non-members (whether they are internal employees or external payroll agents) will be able to access the EES Web site. So be sure to complete a Form 6505 if this applies to your organization.

Employers without EES access should complete an *Electronic Employer Services (EES) Confidentiality Agreement* (Form 6503), an *Electronic Employer Services (EES) Authorizing Contact Designation/Agreement* (Form 6504), and a Form 6505, and submit them to the Retirement Systems as soon as possible. These forms are also available on our Web site at [www.retirement.sc.gov/forms/default.htm](http://www.retirement.sc.gov/forms/default.htm).

Employers can also remit payments electronically via our automated deposit program. To get set up on the automated deposit program, please contact (803) 737-6904.

We believe the newest enhancement to the EES Web site will make reporting to the Retirement Systems easier and are confident that you will benefit from this new feature. If you have any questions, please contact our Customer Services Call Center at (800) 868-9002, (803) 737-6800 or [cs@retirement.sc.gov](mailto:cs@retirement.sc.gov).



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